



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

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**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday  
December 17, 2014

7:00 P.M. Regular Meeting

District Office  
1800 Willow Lake Road



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

**NOTICE OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 17, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Oath of Office of Board Members – Chris Steele, Kevin Graves, and Robert Leete
5. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

**C. PRESENTATIONS**

**D. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting dated December 3, 2014
2. Approval of DRAFT minutes of regular meeting dated December 3, 2014
3. Approve Register of District Invoices
4. Adopt Resolution No. 2014-27 Assigning Check Signing Signature Authority

**F. BUSINESS AND ACTION ITEMS**

1. Website Service Agreement between Digital Deployment, Inc. and the Town of Discovery Bay

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**H. VEOLIA REPORT**

1. Veolia Report – Month of November 2014

**I. MANAGER'S REPORTS – Discussion and Possible Action**

1. Parks and Recreation Project Update
2. Water and Wastewater Project Update

**J. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**K. DISTRICT LEGAL COUNSEL REPORT**

**L. COMMITTEE UPDATES – Discussion and Possible Action**

**M. CORRESPONDENCE – Discussion and Possible Action**

1. R – East Contra Costa County Fire Protection District meeting minutes dated November 3, 2014
2. R – East Contra Costa County Fire Protection District meeting minutes dated November 17, 2014

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

**P. ADJOURNMENT**

1. Adjourn to the next Regular meeting dated January 7, 2015 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

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No Back Up  
Documentation  
For Agenda Item C



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

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No Back Up  
Documentation  
For Agenda Item D



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
Wednesday December 3, 2014  
1800 Willow Lake Road, Discovery Bay, California  
SPECIAL MEETING 6:00 P.M.  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 6:00 P.M.**

- A. ROLL CALL**  
Call business meeting to order – 6:00 p.m. by President Simon  
Roll Call – All Present
- B. PUBLIC COMMENT**  
None
- C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**  
(Government Code Section 54957.7)  
**Legal Counsel Attebery** – The Board is now adjourning into closed session regarding item D-1.
- D. CLOSED SESSION:**  
**1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: One Case
- E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**  
(Government Code Section 54957.1)  
**Legal Counsel Attebery** – The Board has reconvened from closed session and there is no reportable action.
- F. ADJOURNMENT**  
The meeting adjourned at 6:33 p.m. to the Regular Meeting on December 3, 2014 at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12-04-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY  
Wednesday December 3, 2014  
REGULAR MEETING 7:00 P.M.  
1800 Willow Lake Road, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**REGULAR MEETING 7:00 P.M.**

**A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Call business meeting to order – 7:00 p.m. by President Simon  
Pledge of Allegiance – Led by President Simon  
Roll Call – All Present

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

None

**C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report – No Report
2. CHP Report – No Report
3. East Contra Costa Fire Protection District Report – No Report
4. Supervisor Mary Piepho, District III Report – No Report

**D. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report – No Report
2. County Planning Commission Report – No Report
3. Code Enforcement Report – No Report
4. Special Districts Report\*\* – No Report

\*\*These meetings are held Quarterly

**E. PRESENTATIONS**

1. **Recognition** – Board Member Marianne Wiesen  
President Simon – Presented outgoing mementos to Board Member Marianne Wiesen. President Simon read a statement from General Manager Howard recognizing the accomplishments of Board Member Wiesen. Each of the Board Members recognized the accomplishments of Board Member Wiesen.

Lea Castleberry, Deputy Chief of Staff – Presented a Certificate of Recognition to Board Member Wiesen.

Gaylin Zeigler P6 Committee – Recognized Board Member Wiesen.

**F. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting dated November 19, 2014
2. Approve Register of District Invoices

**Motion by:** Director Pease to approve the Consent Calendar.

**Second by:** Director Wiesen

**Vote:** Motion Carried – AYES: 5, NOES: 0

**G. BUSINESS AND ACTION ITEMS**

1. Agency Comment Request – Land Use Permit Application – LP14-2064 – Delta Community Presbyterian Church/Verizon Wireless

Legal **Counsel Attebery** – Provided the details of item G-1. There was discussion between Legal Counsel, Water and Wastewater Manager, and the Board.

**Motion by:** Director Pease to send a letter with no negative comment and to direct staff to remind and provide notice to the County and the applicant that there is a nonexclusive utility easement that runs along the area of the proposed Verizon Wireless Telecommunications Facility and that there are District water lines, both 20 inch and 16 inch within that easement.

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 5, NOES: 0

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**J. MANAGER'S REPORT – Discussion and Possible Action**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

None

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. COMMITTEE UPDATES – Discussion and Possible Action**

None

**N. CORRESPONDENCE – Discussion and Possible Action**

None

**O. PUBLIC RECORD REQUESTS RECEIVED**

None

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

The meeting adjourned at 7:14 p.m. to the next regular meeting dated December 17, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12-04-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 17, 2014

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Rick Howard, General Manager

*RH*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 237,862.56

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2014/2015  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2014/2015  
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2014/2015

AGENDA ITEM: E-3

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 17, 2014**  
**Town of Discovery Bay CSD**  
**For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Administration</b>				
Brut Force Janitorial	101412	Janitorial Service Dec 2014 (Z57,Z61)	12/03/14	\$50.00
Ross Recreation Equipment Co., Inc.	96160	Landscape Reimb (Z61)	11/26/14	\$2,335.33
U.S. Bank Corporate Payment System	4246044555703473/111	Landscape Reimb (Z35,Z57,Z61)	11/25/14	\$39.23
		<b>Administration</b>	<b>Sub-Total</b>	<b>\$2,424.56</b>
<b>Water</b>				
Alhambra	13710019 112814	Bottle Water Service	11/28/14	\$14.40
American Retrofit Systems	1045	Install LED Lights	12/04/14	\$220.00
Big Dog Computer	BDC33055	Monthly GOTO Assist	10/10/14	\$35.60
Big Dog Computer	BDC33069	Sonic Wall Renewal	12/02/14	\$128.00
Big Dog Computer	BDC33070	Install Software	12/02/14	\$26.00
Big Dog Computer	BDC33071	Email Setup	12/02/14	\$26.00
Big Dog Computer	BDC33072	Diva Not Backing Up, Repair	12/02/14	\$87.60
Brentwood Ace Hardware	808/113014	Misc. Repair Items	11/30/14	\$8.78
Brut Force Janitorial	101412	Janitorial Service Dec 2014	12/03/14	\$100.00
Caselle, Inc.	61845	Support and Maintenance Jan 2015	12/01/14	\$444.00
Cintas	185491486	Uniform Service	11/26/14	\$15.91
Cintas	185492322	Uniform Service	12/03/14	\$15.91
Denalect Alarm Company	R13972	Quarterly Alarm Charge	12/01/14	\$38.40
Du-All Safety	16480	Safety Support and Training for 2014-2015	11/30/14	\$1,160.00
Ergodirect, Inc.	C756705	Minor Office Equipment	11/24/14	\$1,137.54
Eric & Christine Houston	5363 GOLD CREEK CIR	Closed Account, Refund Overpayment	12/02/14	\$67.06
J.W. Backhoe & Construction, Inc.	2224	Water Leak Beaver Lane	11/02/14	\$4,848.25
J.W. Backhoe & Construction, Inc.	2228	Water Leak Drake Drive	11/19/14	\$2,698.28
J.W. Backhoe & Construction, Inc.	2231	Install Meter Box Hampton Court	11/19/14	\$1,007.40
J.W. Backhoe & Construction, Inc.	2233	Crack Sealed Beaver Lane & Cabrillo Point	11/24/14	\$488.30
J.W. Backhoe & Construction, Inc.	2235	Paved Beaver Lane & Cabrillo Point	12/01/14	\$4,617.77
J.W. Backhoe & Construction, Inc.	2241	Water Leak Windward Point	12/05/14	\$9,284.86
Luhdorff & Scalmanini	30203	Water Monitoring Program	10/26/14	\$1,258.50
Luhdorff & Scalmanini	30205	General Engineering Services	10/26/14	\$720.00
Luhdorff & Scalmanini	30208	Urban Water Management Plan	10/26/14	\$1,912.50
Office Depot	741144406001	Office Supplies	11/18/14	\$93.28
Office Depot	741230234001	Office Supplies	11/18/14	\$29.50
ParcelQuest	8125-4-2015	Contra Costa County Map	04/24/14	\$343.44
ReliaStar Life Insurance Company	#JR52 457(B) 121514	457(b) 12/01/14-12/15/14	12/15/14	\$475.77
SDRMA	15939	Ancillary Benefits Dec 2014	11/25/14	\$509.12
SDRMA	16107	Medical Benefits Jan 2015	12/08/14	\$1,302.34
Star Awards	14-11-009	Badge	11/24/14	\$5.97
U.S. Bank Corporate Payment System	4246044555703473/111	Medical Insurance	11/25/14	\$1,417.75
U.S. Bank Corporate Payment System	4246044555703473/111	Travel & Meetings	11/25/14	\$98.14
U.S. Bank Corporate Payment System	4246044555703473/111	Training & Education	11/25/14	\$900.00
U.S. Bank Corporate Payment System	4246044555703473/111	Telephone General	11/25/14	\$507.40
U.S. Bank Corporate Payment System	4246044555703473/111	Telecom Networking	11/25/14	\$96.00
U.S. Bank Corporate Payment System	4246044555703473/111	Vehicle & Equipment Fuel	11/25/14	\$358.44
U.S. Bank Corporate Payment System	4246044555703473/111	Automotive Supplies	11/25/14	\$149.04
U.S. Bank Corporate Payment System	4246044555703473/111	General Repairs	11/25/14	\$441.88
U.S. Bank Corporate Payment System	4246044555703473/111	Info System Maintenance	11/25/14	\$92.80
U.S. Bank Corporate Payment System	4246044555703473/111	Computer Equipment & Supplies	11/25/14	\$66.52
U.S. Bank Corporate Payment System	4246044555703473/111	Computer Software	11/25/14	\$20.00
U.S. Bank Corporate Payment System	4246044555703473/111	Minor Office Equipment	11/25/14	\$106.07
U.S. Bank Corporate Payment System	4246044555703473/111	Office Supplies	11/25/14	\$50.06
U.S. Bank Corporate Payment System	4246044555703473/111	Special Expense	11/25/14	\$108.88
Univar	SJ653830	Chemicals Delivered 11/12/14	11/12/14	\$165.11
Univar	SJ653831	Chemicals Delivered 11/12/14	11/12/14	\$229.54
Univar	SJ656235	Chemicals Delivered 11/28/14	11/28/14	\$155.04
Univar	SJ656236	Chemicals Delivered 11/28/14	11/28/14	\$233.57
Veolia Water North America	43678	Monthly O&M Dec 2014	12/01/14	\$40,403.73
Verizon Wireless	9736202758	Cell Phone Bill Nov 2014	11/26/14	\$148.97
W.J. Kirk Welding	47961	Pipe Bending	11/26/14	\$30.00
		<b>Water</b>	<b>Sub-Total</b>	<b>\$78,899.42</b>
<b>Wastewater</b>				

Alhambra	13710019 112814	Bottle Water Service	11/28/14	\$21.60
American Retrofit Systems	1045	Install LED Lights	12/04/14	\$330.00
Big Dog Computer	BDC33055	Monthly GOTO Assist	10/10/14	\$53.40
Big Dog Computer	BDC33069	Sonic Wall Renewal	12/02/14	\$192.00
Big Dog Computer	BDC33070	Install Software	12/02/14	\$39.00
Big Dog Computer	BDC33071	Email Setup	12/02/14	\$39.00
Big Dog Computer	BDC33072	Diva Not Backing Up, Repair	12/02/14	\$131.40
Big Dog Computer	BDC33073	Laptop Setup for Cameras	12/04/14	\$97.50
Brentwood Ace Hardware	808/113014	Misc. Repair Items	11/30/14	\$39.96
Brut Force Janitorial	101412	Janitorial Service Dec 2014	12/03/14	\$150.00
Caselle, Inc.	61845	Support and Maintenance Jan 2015	12/01/14	\$666.00
Cintas	185491486	Uniform Service	11/26/14	\$23.86
Cintas	185492322	Uniform Service	12/03/14	\$23.86
Comcast	8155400350232938/111	Internet WWTP#1	12/03/14	\$118.75
Comcast	8155400350232946/121	Internet WWTP#2	12/03/14	\$88.70
Denalect Alarm Company	R13972	Quarterly Alarm Charge	12/01/14	\$57.60
Du-All Safety	16480	Safety Support and Training for 2014-2015	11/30/14	\$1,740.00
Ergodirect, Inc.	C756705	Minor Office Equipment	11/24/14	\$1,706.30
Herwit Engineering	14-11	Professional Services Nov 2014	12/01/14	\$5,384.86
Herwit Engineering	DB-MP-5,6,7,12-7	Secondary Effluent Modifications	12/01/14	\$9,387.50
Herwit Engineering	DB-MP-5,6,7,12-7	Export Pump Modifications	12/01/14	\$4,682.50
Kleinfelder, Inc.	1036099	Monitoring Well Installation	11/14/14	\$2,379.50
Kleinfelder, Inc.	1037535	WWTP Filter Layout	11/21/14	\$8,890.88
Office Depot	738721530002	Office Supplies	11/20/14	\$5.92
Office Depot	740447071001	Office Supplies	11/18/14	\$15.18
Office Depot	741144406001	Office Supplies	11/18/14	\$139.93
Office Depot	741230234001	Office Supplies	11/18/14	\$44.25
Pacific Gas & Electric	73121157587/112114	Electric & Gas Bill 10/13/14-11/11/14	11/21/14	\$5,840.84
Pacific Gas & Electric	73121157587/112514	Electric & Gas Bill 10/16/14-11/11/14	11/25/14	\$184.07
ParcelQuest	8125-4-2015	Contra Costa County Map	04/24/14	\$515.16
ReliaStar Life Insurance Company	#JR52 457(B) 121514	457(b) 12/01/14-12/15/14	12/15/14	\$713.65
SDRMA	15939	Ancillary Benefits Dec 2014	11/25/14	\$763.69
SDRMA	16107	Medical Benefits Jan 2015	12/08/14	\$1,953.50
Stantec Consulting Services Inc	855878	Pollution Prevention Plan	12/02/14	\$3,063.00
Star Awards	14-11-009	Badge	11/24/14	\$8.95
U.S. Bank Corporate Payment System	4246044555703473/111	Health Insurance	11/25/14	\$2,126.63
U.S. Bank Corporate Payment System	4246044555703473/111	Travel & Meetings	11/25/14	\$147.21
U.S. Bank Corporate Payment System	4246044555703473/111	Training & Education	11/25/14	\$330.00
U.S. Bank Corporate Payment System	4246044555703473/111	Telephone General	11/25/14	\$838.08
U.S. Bank Corporate Payment System	4246044555703473/111	Telecom Networking	11/25/14	\$144.00
U.S. Bank Corporate Payment System	4246044555703473/111	Vehicle & Equipment Fuel	11/25/14	\$162.67
U.S. Bank Corporate Payment System	4246044555703473/111	Automotive Supplies & Repairs	11/25/14	\$223.55
U.S. Bank Corporate Payment System	4246044555703473/111	Info System Maintenance	11/25/14	\$139.20
U.S. Bank Corporate Payment System	4246044555703473/111	General Repair	11/25/14	\$254.98
U.S. Bank Corporate Payment System	4246044555703473/111	Computer Equipment & Supplies	11/25/14	\$99.78
U.S. Bank Corporate Payment System	4246044555703473/111	Computer Software	11/25/14	\$29.99
U.S. Bank Corporate Payment System	4246044555703473/111	Minor Office Equipment	11/25/14	\$159.11
U.S. Bank Corporate Payment System	4246044555703473/111	Office Supplies	11/25/14	\$75.09
U.S. Bank Corporate Payment System	4246044555703473/111	Special Expense	11/25/14	\$163.32
Veolia Water North America	43511	Pump Station Modification	11/20/14	\$32.23
Veolia Water North America	43678	Monthly O&M Dec 2014	12/01/14	\$60,605.60
Verizon Wireless	9736202758	Cell Phone Bill Nov 2014	11/26/14	\$223.45
W.J. Kirk Welding	47961	Pipe Bending	11/26/14	\$45.00

**Wastewater Sub-Total \$115,292.20**

**Community Center**

**Community Center Sub-Total \$0.00**

**Grand Total \$196,616.18**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 17, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 112814	Community Center-Bottle Water Service	11/28/14	\$60.94
American Retrofit Systems	1043	Light Fixture Cornell Park	11/24/14	\$330.00
American Retrofit Systems	1044	Community Center-Filters HVAC	11/24/14	\$160.00
Bay Area News Group	2005834/828889	Classified Ordinance for Parking	11/30/14	\$127.48
Bay Area News Group	2005834/828889	Community Center-Classified Ordinance for Parking	11/30/14	\$127.47
Brentwood Ace Hardware	808/113014	Misc. Small Tools	11/30/14	\$20.21
Brentwood Ace Hardware	808/113014	Landscape Maintenance	11/30/14	\$136.15
Brentwood Ace Hardware	808/113014	Personal Protective Equipment	11/30/14	\$58.54
Brentwood Ace Hardware	808/113014	Community Center-Misc. Small Tools	11/30/14	\$7.31
Brentwood Ace Hardware	808/113014	Community Center-Building Maintenance	11/30/14	\$57.15
Brentwood Ace Hardware	808/113014	Community Center-Special Expense	11/30/14	\$97.60
Brentwood Press & Publishing	PERMIT 15/120414	Community Center-Postage for Rec. Guides	12/04/14	\$945.30
Brut Force Janitorial	101412	Janitorial Service Dec 2014	12/03/14	\$310.00
Cintas	185491486	Uniform Service	11/26/14	\$19.88
Cintas	185491486	Community Center-Mats	11/26/14	\$17.84
Cintas	185492322	Uniform Service	12/03/14	\$19.88
Cintas	185492322	Community Center-Mats	12/03/14	\$17.84
Comcast	8155400350238372/114	Internet	11/22/14	\$53.12
Comcast	8155400350238372/114	Community Center-Internet	11/22/14	\$54.02
Commercial Tree Care	20158	Community Center-Hazard Trimming	11/19/14	\$2,730.00
Department of Justice	73074	Community Center-Fingerprinting	12/04/14	\$49.00
Discovery Bay Disposal	17-0001966/112814	Com 2 Yd Bin	11/28/14	\$292.37
Discovery Bay Disposal	17-0013218/112814	Community Center-Com 2 Yd Bin	11/28/14	\$292.37
Future Stars 2000's, Inc.	4	Community Center-Program Fees	11/26/14	\$230.40
J.W. Backhoe & Construction, Inc.	2226	Community Center-Tennis Court Light Poles	11/06/14	\$8,837.80
Karina Dugand	16	Community Center-Program Fees	12/04/14	\$545.60
Lincoln Equipment, Inc.	S1254212	Community Center-Chemicals	11/29/14	\$336.15
Nancy Roberts	FALL 2014	Community Center-Program Fees	11/20/14	\$612.00
Office Depot	740021631002	Community Center-Office Supplies	11/19/14	\$9.31
Office Depot	741448485001	Office Supplies	11/19/14	\$46.86
Office Depot	741448485001	Community Center-Office Supplies	11/19/14	\$24.99
Office Depot	741448616001	Office Supplies	11/20/14	\$5.74
Office Depot	741448617001	Office Supplies	11/19/14	\$6.33
Office Depot	742174671001	Office Supplies	11/24/14	\$54.44
Office Depot	742174671001	Community Center-Office Supplies	11/24/14	\$4.79
Town Of Discovery Bay CSD	348	Payroll Reimbursement Oct 2014	12/03/14	\$18,592.95
U.S. Bank Corporate Payment System	4246044555703473/111	Memberships	11/25/14	\$70.00
U.S. Bank Corporate Payment System	4246044555703473/111	Telephone General	11/25/14	\$96.21
U.S. Bank Corporate Payment System	4246044555703473/111	Vehicle & Equipment Fuel	11/25/14	\$363.74
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Training & Education	11/25/14	\$449.00
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Events	11/25/14	\$345.77
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Advertising	11/25/14	\$96.49
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Telephone General	11/25/14	\$96.22
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Vehicle & Equipment Fuel	11/25/14	\$88.64
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Special Equipment	11/25/14	\$175.54
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Software	11/25/14	\$310.96
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Computer Software	11/25/14	\$49.99
U.S. Bank Corporate Payment System	4246044555703473/111	Community Center-Building Maintenance	11/25/14	\$272.05
Verizon Wireless	9736202758	Cell Phone Bill Nov 2014	11/26/14	\$116.88
Verizon Wireless	9736202758	Community Center-Cell Phone Bill Nov 2014	11/26/14	\$51.87
<b>Total</b>				<b>\$37,875.19</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On December 17, 2014**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/14 - 6/15**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Bay Area News Group	2005834/828889	Classified Ordinance for Parking	11/30/14	\$127.48
Brentwood Ace Hardware	808/113014	Automotive Supplies	11/30/14	\$7.31
Brentwood Ace Hardware	808/113014	Misc. Small Tools	11/30/14	\$21.99
Brut Force Janitorial	101412	Janitorial Service Dec 2014	12/03/14	\$25.00
Cintas	185491486	Uniform Service	11/26/14	\$19.88
Cintas	185492322	Uniform Service	12/03/14	\$19.88
Comcast	8155400350238372/114	Internet	11/22/14	\$53.15
Office Depot	741448485001	Office Supplies	11/19/14	\$46.87
Town Of Discovery Bay CSD	349	Payroll Reimbursement Oct 2014	12/03/14	\$2,444.59
U.S. Bank Corporate Payment System	4246044555703473/111	Training & Education	11/25/14	\$54.18
U.S. Bank Corporate Payment System	4246044555703473/111	Memberships	11/25/14	\$100.00
U.S. Bank Corporate Payment System	4246044555703473/111	Telephone General	11/25/14	\$103.13
U.S. Bank Corporate Payment System	4246044555703473/111	Vehicle & Equipment Fuel	11/25/14	\$119.35
U.S. Bank Corporate Payment System	4246044555703473/111	Misc. Small Tools	11/25/14	\$111.50
Verizon Wireless	9736202758	Cell Phone Bill Nov 2014	11/26/14	\$116.88
			<b>Total</b>	<b>\$3,371.19</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 17, 2014

**Prepared By:** Rick Howard, General Manager  
**Submitted By:** Rick Howard, General Manager *RH*

### Agenda Title

Adopt Resolution No. 2014-27 Assigning Check Signing Signature Authority

### Recommended Action

Adopt Resolution No. 2014-27 Removing Former Town of Discovery Bay Board Member and Director Marianne Wiesen and adding Newly Elected Director Robert Leete to the list of authorized signatories on the ECC Bank Accounts to sign checks from The Town of Discovery Bay CSD Checking Accounts for and on behalf of the Town Of Discovery Bay CSD.

### Executive Summary

Each year, the Board adopts a Resolution that establishes signing authority for warrants that the District issues through our bank, ECC Bank. This Resolution is done annually to remove former Board Members and add new Board Members, as necessary.

### Fiscal Impact:

Amount Requested \$

Sufficient Budgeted Funds Available?:

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

### Previous Relevant Board Actions for This Item

### Attachments

Resolution No. 2014-27

AGENDA ITEM: E-4



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2014-27**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT (CSD)  
TO REMOVE FORMER DIRECTOR MARIANNE B. WIESEN  
AND ADD DIRECTOR ROBERT LEETE  
ON THE DISTRICT'S ECC BANK ACCOUNTS,  
A DIVISION OF BANK OF AGRICULTURE AND COMMERCE  
TO SIGN ON CHECKS FROM THE TOWN OF DISCOVERY BAY CSD CHECKING ACCOUNTS  
AND TO SIGN ON TRANSACTIONS WRITTEN FOR THE TOWN OF DISCOVERY BAY CSD CD ACCOUNT**

**WHEREAS**, the Town of Discovery Bay CSD desires to remove former Director, Marianne Wiesen and add Director Robert Leete on their five public bank accounts with ECC Bank, A Division of Bank of Agriculture and Commerce to sign on checks written from the Town of Discovery Bay CSD Checking Accounts and to sign on transactions written for the Certificate of Deposit, which are all listed below:

50017249 – Water and Wastewater (CSD)  
50020304 – Discovery Bay Community Center  
50306399 – Certificate of Deposit (CD)  
22007884 – General Fund Account  
22008560 – Deposit Holding Account

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Discovery Bay CSD does the following:

1. That ECC Bank, A Division of Bank of Agriculture and Commerce, Discovery Bay Branch, 14804-A Highway 4, Discovery Bay, CA 94505, is hereby directed to remove former Director Marianne Wiesen, and add Director Robert Leete on the above five banking accounts to be able to sign on checks written and sign on transactions written from these accounts on behalf of the District.
2. The Town of Discovery Bay CSD Board of Directors require that valid signatures on checks written and transactions written from these accounts by both the President and Vice President, or by the President Pro-Tempore, and one other Director, or, in the absence of the elected officers, any two Directors.
3. That this Resolution supersedes all previous Resolutions that have removed or added Directors on the District's ECC Bank Accounts, A Division of Bank of Agriculture and Commerce to sign on checks from the Town of Discovery Bay CSD Checking accounts and to sign on transactions written for the Town of Discovery Bay CSD CD Account.

PASSED AND ADOPTED this 17<sup>th</sup> day of December 2014 by the following vote:

---

Mark Simon  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on December 17, 2014 by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Richard J. Howard  
Board Secretary



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

December 17, 2014

**Prepared By:** Rick Howard, General Manager

**Submitted By:** Rick Howard, General Manager *RH*

### Agenda Title

Website Service Agreement between Digital Deployment, Inc. and the Town of Discovery Bay

### Recommended Action

As necessary

### Executive Summary

At the Board meeting of November 19, 2014, the Board approved a contract with Digital Deployment, Inc. for the development of a new TODB website. At that meeting, the Board sought options for monthly maintenance agreement costs associated with ongoing website support.

Digital Deployment staff has identified three different cost options for the Board to consider. They are as follows:

- Enter into annual maintenance contract at \$3,600 annually (no discount).
- 1 Year paid up front - \$3,200 - a savings of \$400 annually over the monthly annual rate of \$300/month, or \$3,600/year.
- 3 years paid up front - \$8,800 - a savings of \$2,000 over 36 months, or \$666 annually.
- 5 years paid up front - \$13,000 - a savings of \$5,000 savings over the 60 months, or \$1,000 annually.

Staff is seeking Board input as to the options provided.

### Fiscal Impact:

**Amount Requested \$TBD**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category:**

### Previous Relevant Board Actions for This Item

November 19, 2014 – Contract Award

### Attachments

Proposal from Digital Deployment, Inc.

AGENDA ITEM: F-1



November 25, 2014

Rick Howard  
Town of Discovery Bay Community Service District  
1800 Willow Lake Road

Discovery Bay, CA 94505

Rick,

Digital Deployment, Inc. is pleased to present the Town of Discovery Bay Community Service District with two different discount options if you choose to pay the SLA cost up front.

- 1 year paid up front: \$3,200, which is a \$400 dollar savings over 12 months
- 3 years paid up front: \$8,800, which is a \$2000 dollar savings over 36 months (\$666 savings per year)
- 5 years paid up front: \$13,000, which is a \$5000 dollar savings over 60 months (\$1,000 savings per year)

We are willing to extend this offer till December 18th. Please let me know if you have any questions or need any clarifications of anything included herein.

Sincerely,

Rocky Martin

Digital Deployment, Inc. | 2321 P Street, First Floor | Sacramento, CA 95816  
www.digitaldeployment.com | (916) 238-1812



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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Documentation  
For Agenda Item G

# MONTHLY OPERATIONS REPORT

November 2014

Town of Discovery Bay, CA

**1919** Days of Safe Operations

**85,382** worked hours since last recordable incident

### TRAINING:

Safety, Operations, & Equipment

<b>Safety</b>	<b>Hours</b>
Monthly Training consists of: West Region Safety Council Call Monthly Regional Safety Webinar	4.0
<b>Operations</b>	
Parkson Dynasand Filter	1.0

### REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Monthly Coliform Report, California Department of Public Health (CDPH)
--

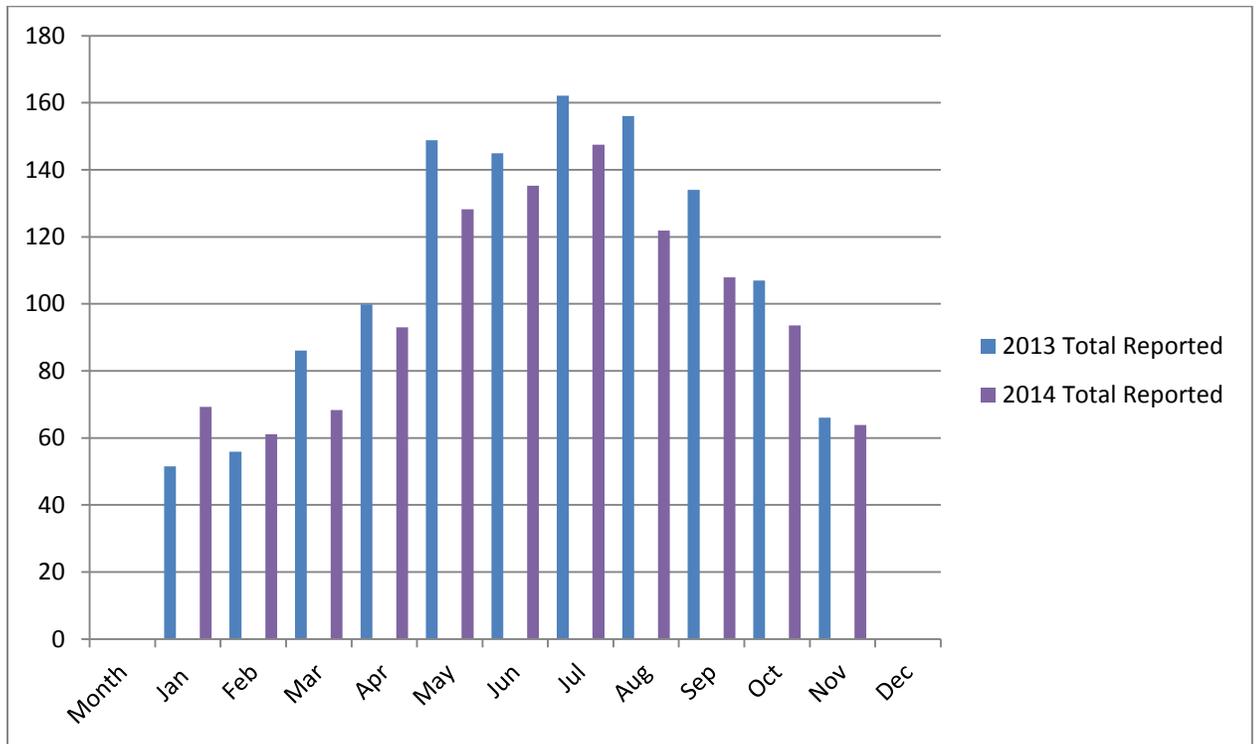
### WATER SERVICES

<b># of Active Wells</b>	<b>Water Produced (MG)</b>	<b>Chemical (Hypo) Delivered</b>	<b>Fire Hydrant Flushing</b>
5	<b>63.9</b>	<b>1945</b>	<b>0</b>

*Note: Well 4 in lead and Well 5 in lag to offset specific conductivity*

### 2014 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3	61.1	68.3	92.98	128.2	135.2
July	August	September	October	November	December
147.5	121.9	107.9	93.6	63.9	



**Bacteriological Test Results:**

<b>Routine Bacteria Samples Collected</b>	<b>No. Total Coliform Positives</b>	<b>No. Fecal/E. coli Positives</b>	<b>Brown Water Calls</b>
<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>

**WASTEWATER SERVICE**

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>October Lab Data</i>	<i>November Lab Data</i>
Flow, MG Effluent, <b>monthly total</b>		35.8	<b>38.0</b>
Flow, MG Daily Influent Flow, <b>avg.</b>	N/A	1.15	<b>1.28</b>
Flow, MG Daily Discharge Flow, <b>avg.</b>	<b>2.1</b>	1.15	<b>1.27</b>
Effluent BOD <sub>5</sub> , lbs/d, <b>monthly avg.</b>	<b>350</b>	32	<b>25</b>
Effluent TSS, lbs/d, <b>monthly avg.</b>	<b>525</b>	46	<b>32</b>
Effluent BOD <sub>5</sub> , mg/L, <b>monthly avg.</b>	<b>20</b>	3	<b>2.5</b>
Effluent TSS, mg/L, <b>monthly avg.</b>	<b>30</b>	5	<b>2.9</b>
Total Coli form 7 day Median Max	<b>23</b>	<b>0</b>	<b>0</b>
Total Coli form Daily Maximum	<b>240</b>	8	<b>7</b>
% Removal BOD <sub>5</sub> , monthly avg.	<b>85% min.</b>	98	<b>99</b>
% Removal, TSS, monthly avg.	<b>85% min.</b>	95	<b>98</b>
Electrical Conductivity, umhos/cm <b>annual avg.</b>	<b>2100</b>	(2052)	<b>(2011)</b>

**Wastewater Laboratory Analysis**

Blue – new parameter added

**National Pollution Discharge Elimination System (NPDES)**

<b>NPDES Related Excursions</b>	<b>Permit Parameter</b>	<b>NPDES Parameter Limit</b>	<b>Actual Parameter Result</b>
<b>1</b>	<b>SSO</b>	<b>0</b>	<b>N/A</b>

**Bacteriological Test Results:**

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>

# of Active Lift Stations	# of Inactive Lift Stations	Chemical Usage Polymer-gals	SSO	Wastewater Received (MG)
<b>15</b>	<b>0</b>	<b>78</b>	<b>1</b>	<b>35.8</b>

**COLLECTION:**

- Flushed 0 ft. of sanitary sewer lines, YTD **19613** ft. **30%** completed
- CCTV **17900** ft. **27%** completed (Deadline is May 2015)
- Inspected 0 manhole & covers. **83** YTD
- Flushing will resume in Feb 2015
- Performed valve exercising
- Performed weekly lift station inspections.

**MAINTENANCE:**

**Preventive and Corrective**

Total # of WO's Completed	Total Hours
<b>235</b>	<b>83</b>

**Work Order Back-Log**

Aging 8 - 30 Days	Aging > 30 Days
<b>63</b>	<b>45</b>

**Call & Emergency Responses**

Call Outs	Emergencies
<b>7</b>	<b>1</b>

**Personnel Hours & Overtime:**

Regular Hours	Overtime
<b>1330</b>	<b>52</b>

**TERMS**

WWTP

WASTEWATER TREATMENT PLANT

WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

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For Agenda Item I



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



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**TOWN OF DISCOVERY BAY**  
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**TOWN OF DISCOVERY BAY**  
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# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes

### Board of Directors Regular Meeting

**Monday November 3, 2014 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

**CALL TO ORDER:** (6:30 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:30 P.M.)

**ROLL CALL:** (6:31 P.M.)

Directors Present: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young

Directors Absent: Johansen

**PUBLIC COMMENTS:** (6:31 P.M.)

*There were no Public Speakers*

**CONSENT CALENDAR:** (6:32 P.M.)

Director Pope requested that Item C.1 be pulled from the Consent Calendar.

**C.2** Establish Board of Directors Meeting Schedule for 2015

**C.3** Establishment of Investment Policy and Authorization of the Investment of District Funds in the Contra Costa County Investment Pool

**Motion by: Director Pope to approve Consent Calendar Items C.2 & C.3**

**Second by: Director Michaelson**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen**

**C.1** Approve Minutes from October 6, 2014 Regular Board of Directors Meeting

Director Pope requested that the minutes be changed to read, under Director's Comments: "Director Pope – Suggested to the Board of Directors that, as the staff reports are *published and distributed* prior to the meeting, it is not necessary for the Chief to read the staff report at the Board Meeting."

**Motion by: Director Pope to approve Consent Calendar Item C.1, as amended**

**Second by: Director Young**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen**

**DISCUSSION ITEMS**

(6:33 P.M.)

**D.1** Receive Update on Benefit Assessment and Timelines

*There were two (2) Public Speakers – Alex Aliferis, Gil Guerrero*

**Motion by: Director Morgan to move forward with the benefit assessment process under the proposed timeline**

**Second by: Director Pope**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen**

(7:02 P.M.)

**D.2** Amendment of the Professional Services Agreement with NBS for Services Related to Development, Enactment and Implementation of a Fire Suppression Assessment

**Motion by: Director Pope to Amend the Professional Services Agreement with NBS for Services Related to Development, Enactment and Implementation of a Fire Suppression Assessment**

**Second by: Director Morgan**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen**

*There were no Public Speakers*

(7:05 P.M.)

**D.3** Approve a New Professional Services Agreement with TBWB Strategies for Public Outreach and Education Services

**Motion by: Director Young to approve a New Professional Services Agreement with TBWB Strategies for Public Outreach and Education Services**

**Second by: Director Michaelson**

**Vote: Motion carried: 8:0:0**

**Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young**

**Noes:**

**Abstained:**

**Absent: Johansen**

*There were no Public Speakers*

(7:11 P.M.)

**D.4 Receive Operational Update for October 2014**

Chief Henderson gave an Operational Update for October 2014

*There were no Public Speakers*

**Director Johansen arrived at 7:14 pm**

**INFORMATIONAL STAFF REPORTS: (7:19 P.M.)**

**1. Receive Update on Temporary Closure of Knightsen Fire Station**

Chief Henderson gave a verbal update on the temporary closure of the Knightsen Fire Station, including the following timeline:

- October 22: fire station well was tested
- October 24: test results returned with confirmed chloroform bacteria
- October 24: crew was moved to station 54
- October 27: well treated
- Staff met with Diablo Water District (DWD) regarding hook-up to municipal water system.
- October 28: well retested
- October 28: DWD agreed to hook-up the station to its system
- October 30: DWD installed water meter
- October 30: Adams Environmental Field Services conducted mold inspection and testing; results are due November 6
- October 31: results from October 27 test received; well determined to be clean
- October 31: plumber stated new waterline is necessary for station
- November 3: plumber started the waterline project

*There were no Public Speakers*

**DIRECTORS' COMMENTS: (7:29 P.M.)**

Director Johansen thanked Chief Henderson for the quick response to the issues going on at Station 94 (Knightsen) and moving the crews out quickly.

**INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS**

NONE

**ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS: (7:30 P.M.)**

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:  
Agency designated representatives: Fire Chief and Glenn Berkheimer  
Employee Organizations: International Association of Fire Fighters, Local 1230, AFSCME Local 2700, East County Fire Fighters Association (Reserves), East Contra Costa Battalion Chiefs Association
2. Conference With Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9: East Contra Costa County Firefighters Association v. East Contra Costa Fire Protection District. Unfair Practice Charge No. SF-CE-1020-M

**REPORT ON THE CLOSED SESSIONS: (9:30 P.M.)**

Direction was given to the Labor Negotiators for item number 1

Direction was given to Legal Counsel for item number 2

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: December 1, 2014:  
(9:30 P.M.)**

MOTION BY: Director Bryant to adjourn to the next Regular Board Meeting scheduled:  
December 1, 2014



# EAST CONTRA COSTA FIRE PROTECTION DISTRICT

## Meeting Minutes

Board of Directors Special Meeting

**Monday November 17, 2014 – 6:30 P.M.**

Meeting Location: 3231 Main Street, Oakley

<b>BOARD OF DIRECTORS</b>		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

**CALL TO ORDER:** (6:33 P.M.)

**PLEDGE OF ALLEGIANCE:** (6:33 P.M.)

**ROLL CALL:** (6:34 P.M.)

Directors Present: Bryant, Cooper, Johansen, Kenny, Morgan, Pope, Smith, Young

Directors Absent: Michaelson

**PUBLIC COMMENTS:** (6:34 P.M.)

*There were no Public Speakers*

**ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS:** (6:34 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:  
Agency designated representatives: Fire Chief and Glenn Berkheimer  
Employee Organizations: International Association of Fire Fighters, Local 1230,  
AFSCME Local 2700, East County Fire Fighters Association (Reserves), East Contra  
Costa Battalion Chiefs Association

**REPORT ON THE CLOSED SESSION:** (7:34 P.M.)

Direction was given to the Labor Negotiators

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: December 1, 2014:**  
(7:34 P.M.)

MOTION BY: Director Bryant to adjourn to the next Regular Board Meeting scheduled:  
December 1, 2014



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

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No Back Up  
Documentation  
For Agenda Item N



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Robert Leete

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For Agenda Item O